

FY 2010 AmeriCorps Request for Proposals (RFP)



2nd Round 2010-20100 AmeriCorps State Planning Grant Application

Thank you for your interest in an AmeriCorps State grant. This packet contains information pertaining to the RFP process for 2010-2011 AmeriCorps grants funded by the Montana Governor's Office of Community Service, the Montana Commission on Community Service and the federal Corporation for National and Community Service. The Montana Commission on Community Service will fund each planning grant project up to \$30,000.

Funding Purpose: The purpose of these grants is to establish AmeriCorps programs in local communities that help meet needs in the areas of education, clean energy/environment, healthy futures, veterans and opportunity. **AmeriCorps Members cannot serve as staff and applications indicating staff replacement with AmeriCorps Members will not be funded.**

Applicants should read all applications materials, including attachments and documents linked in this document, prior to submitting any documents to the Governor's Office of Community Service.

Full AmeriCorps Planning Grant instructions:

http://www.americorps.gov/pdf/09_0818_nofa_acplanning_inst.pdf

In order to be eligible for an AmeriCorps Grant, applicants must complete the following:

1. The Letter of Intent. ([Attachment A](#))
2. The readiness self-assessment survey for their organization. ([Attachment B](#))
3. Send both documents electronically to the Governor's Office of Community Service at serve@mt.gov to be considered for an AmeriCorps Planning Grant.

The Governor's Office of Community Service may ask organizations to continue with the request for proposal (RFP) application by completing the documents in [Attachment C](#):

1. Cover page ([Attachment C1](#))
2. Program Narrative
3. Proposed Budget ([Attachment C2](#))
4. Performance Measures ([Attachment C3](#)) (N/A Planning Grants)
5. Financial and Administrative Survey ([Attachment C4](#))

For further questions, please contact the Governor's Office of Community Service at:

Street Address:
Governor's Office of
Community Service
1301 East Lockey, 3rd Floor
Helena, MT 59601

Mailing Address:
Governor's Office of
Community Service
P.O. Box 200801
Helena, MT 59604

Phone: 406-444-9077
Fax: 406-444-4418
Email: serve@mt.gov



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Timeline

April 9	Additional Round Planning Grant 2010 Notice materials released and posted to web
April 21	Letter of intent and readiness assessment survey due to OCS
April 22-23	OCS reviews letters of intent and surveys
April 23	OCS notifies organizations asked to complete RFP
April 28	OCS will provide a Technical assistance call- regarding RFP and programs creating eGrants account
May 21	Organizations application due to OCS
May 24	OCS reviews application
June 4	OCS submits recommendations to Commission
June 11	Commission meeting- approval/denial of application
June 11	Notify Organizations of approval (pending final approve by CNCS)
June 11- June 25	Organizations submit applications into eGrants
June 29	OCS submits Formula applications into eGrants
July-August	CNCS issues notice of grant award

Attachment A



Montana Commission on Community Service
2nd Round 2010-2011 AmeriCorps State
Planning Grant Application
Letter of Intent

Proposed project title: _____

Contact Person: _____

Name of applicant organization: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____ (note – all AmeriCorps programs must have access to the Internet at the time of the program's start date)

Federal Employer Identification No (FEIN): _____

Type of applicant (nonprofit, government, etc.): _____

Geographic area to be served: _____

Amount of funds requested and total project budget _____

Brief description of program (300 words): _____

Issue Area -- *Which issue area will this program address:*

Federal Initiatives

- ☐ Education: unmet education needs within communities especially those that help children and youth achieve success in school and prevent them from dropping out before high school graduation
- ☐ Clean Environment/Energy: Unmet energy-efficiency and environmental needs within communities
- ☐ Healthy Futures: Unmet health needs within communities including access to health care, disease prevention and health promotion initiatives, and health literacy.
- ☐ Veterans: Unmet needs of veterans, members of the Armed Forces who are on active duty, and family members of deployed military personnel and engages veteran in service.
- ☐ Opportunity: Unmet needs relating to economic opportunity for economically disadvantaged individuals within communities including financial literacy, housing assistance, job training and nutritional assistance.

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Montana Initiatives

- ☐ The Governor's strategic initiative for clean energy and math and science education
- ☐ Rural, underserved or areas of extreme poverty that are not currently served by AmeriCorps programs
- ☐ Disability inclusion in the design and delivery of the program
- ☐ A collaborative approach to program planning, design and delivery
- ☐ Demonstrated ability to successfully administer and AmeriCorps of other federal grant

AmeriCorps Members (N/A Planning Grant)

How many Members will be recruited under the proposed program?

_____ Full Time
(1700 hrs)

_____ Half Time
(900 hrs)

_____ Reduced Half Time
(675 hrs)

_____ Quarter Time
(450 hrs)

_____ Minimum Time
(300 hours)

_____ Total

* Programs that have previously received AmeriCorps state and National funding are ineligible for a planning grant.

Thank you for your interest and we look forward to reviewing your proposal!

Please submit a completed letter of intent with the readiness assessment (attachment B) to the Governor's Office of Community Service by April 21, 2010 in order to be eligible for a 2010-2011 AmeriCorps planning grant.

Attachment B



READINESS ASSESSMENT: Is My Organization Ready to Apply for an AmeriCorps Grant?

INTRODUCTION

This Readiness Assessment asks simple questions to help you determine whether your organization is poised to successfully apply for and implement an AmeriCorps grant. Read each question carefully and answer honestly. This assessment is a tool to help you plan for implementation and administration of AmeriCorps grant-funded programming.

Successful completion of the assessment does not guarantee AmeriCorps funding through the Montana Commission on Community Service (MCCS), the Governor's Office of Community Service (GOCS) or the Corporation for National and Community Service (CNCS).

Regardless of your results, The Governor's Office of Community Service is eager to assist you in designing and implementing services benefiting the residents of Montana. For more information please contact the Governor's Office of Community Service at serve@mt.gov or (406) 444-9077.

Please submit a completed readiness assessment with the letter of intent (attachment A) to the Governor's Office of Community Service by April 21, 2010 in order to be eligible for a 2010-2011 AmeriCorps planning grant.

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FUNDAMENTAL QUESTIONS

Is your organization a public or private nonprofit organization - including labor organizations, faith-based and other community organizations; an institution of higher education; a government entity within the State of Montana; an Indian Tribe; or a partnership or consortia?

Yes No Unsure

Does your organization's plan for utilizing AmeriCorps members address specific unmet community needs in the areas of education, clean energy/environment, healthy futures, veterans or opportunities? (Definitions on page 13-4 and Attachment A)

Yes No Unsure

If the answer to either of the above questions is **"No"** then your organization would not be eligible to receive an AmeriCorps grant or serve as a Host Site for AmeriCorps members.

You are similarly ineligible if your organization is a 501 (c)(4) non-profit entity [under the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4)] that engages in lobbying.

Do your plans for utilizing AmeriCorps members call for members to provide service exclusively within the state of Montana?

Yes No Unsure

If the answer to the above question is **"No"** and the other results of this Assessment are favorable, then your organization may be interested in applying directly to the Corporation for National & Community Service for an AmeriCorps*National grant BUT are ineligible to apply to the Governor's Office of Community Service.

If your organization does apply directly to the Corporation for National and Community Service you are required to submit a consultation form to the Governor's Office of Community Service. Please contact the Governor's Office of Community Service for more information.

Administrative Competencies

Does your organization have a proven track record of establishing measurable outcomes with its programs?

Yes No Unsure

Does your organization have the infrastructure to recruit, train, and support the efforts of AmeriCorps members? Variables include office space, technology, supervisory time & skill, financial expertise, and the ability to manage volunteers.

Yes No Unsure

Has your organization previously managed a major federal, state or foundation grant?

Yes No Unsure

Are there formal internal controls governing all financial operations?

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Yes No Unsure

Does your organization have sufficient cash to operate a major grant on a reimbursement basis? Both the Federal and State governments rarely, if ever, pay grant funds in advance. Payments are made 30-60 days after submission of invoices by programs.

Yes No Unsure

Are the financial operations of your organization audited annually by an independent auditor?

Yes No Unsure

If you answered "No" to any of the above questions, it is likely your organization would struggle to successfully administer an AmeriCorps grant. Consideration should be given to seeking a partnership with an existing AmeriCorps program in Montana. Serving as an AmeriCorps host site, rather than as a primary grant applicant is often a better option for smaller organizations. Contact the Governor's Office of Community Service for more details.

ORGANIZATIONAL COMPETENCIES

The following questions address key elements of successful organizations. Completion of this portion of the assessment will help provide you with additional information about the capacity and structure in place to operate an AmeriCorps program.

Score this section of the assessment by giving yourself one (1) point for each correct answer.

ORGANIZATIONAL PURPOSE: THE MISSION

1. Does your organization have a clear written mission statement? (if no, skip to question 6)

Yes No Unsure

2. Do ALL organizational programs and efforts align with the mission?

Yes No Unsure

3. Has your organization said no to potentially good opportunities which are not consistent with the organizations mission?

Yes No Unsure

4. Is the mission understood by ALL stakeholders within the organization?

Yes No Unsure

5. Is the mission frequently referred to (e.g. in planning sessions and other meetings)?

Yes No Unsure

ORGANIZATIONAL GOVERNANCE & OPERATIONS

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6. Does your organization have an active and independent board of directors and/or other governing body? (Independent is defined as a majority of board members who are neither employees of the organization nor family members of employees or other board members.)

Yes No Unsure

7. Does the organization have written policies and procedures, including a conflict of interest policy for employees and directors?

Yes No Unsure

ORGANIZATIONAL DIRECTION: STRATEGIC PLANNING

8. Does your organization have a clear and coherent written strategic plan for the future (i.e. 3-10 year strategic plan)? (if no, skip to question #13)

Yes No Unsure

9. Does the strategic plan have well defined measurable goals and achievable action steps with timeframes?

Yes No Unsure

10. Are the goals in the strategic plan well known and understood by the staff and board?

Yes No Unsure

11. Is the strategic plan made actionable by realistic and detailed annual plans that outline the specific work to be accomplished?

Yes No Unsure

12. Is this annual plan consistently used at all levels of the organization to guide operations?

Yes No Unsure

13. Does the organization conduct regular assessment of internal operations to assess efficiency and effectiveness?

Yes No Unsure

ORGANIZATIONAL REVENUE: SUSTAINABILITY

14. Does the organization have diversified funding from multiple sources?

Yes No Unsure

ORGANIZATIONAL INFRASTRUCTURE: FINANCIAL MANAGEMENT

16. Are organizational and programmatic budgets closely and regularly monitored?

Yes No Unsure

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17. Does the organization produce and review financial statements at least monthly?

Yes No Unsure

18. Does the organization have a development/fundraising plan in place?

Yes No Unsure

19. Does the organization have plans to secure the financial and in-kind resources to meet required matches?

Yes No Unsure

ORGANIZATIONAL INFRASTRUCTURE: TECHNOLOGY

20. Does your organization have computers?

Yes No Unsure

21. Does every key staff member have access to a computer with up-to-date software, internet access and e-mail capabilities?

Yes No Unsure

22. Are all staff competent and comfortable using their computers?

Yes No Unsure

23. Does your organization have a computerized accounting system?

Yes No Unsure

ORGANIZATIONAL INFRASTRUCTURE: HUMAN RESOURCES

24. Does your organization have a well-planned process to recruit, develop, and retain the best employees in accordance with an equal opportunity environment?

Yes No Unsure

25. Does your organization provide staff and volunteers with written job descriptions and the necessary resources to carry out duties appropriately?

Yes No Unsure

26. Does the organization provide relevant and regular training for staff and board members?

Yes No Unsure

27. Are employee performance appraisals conducted on a consistent and fair basis?

Yes No Unsure

28. Does your organization have a well-planned process to recruit, develop, and retain volunteers?

Yes No Unsure

PROGRAM DESIGN: NEEDS ASSESSMENT & IMPLEMENTATION

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29. Does your organization conduct regular assessments of community need?

Yes No Unsure

Date Last Conducted: _____

30. Does your organization analyze and use the results of needs assessments to chart change?

Yes No Unsure

31. Does your organization have the ability to grow and/or create new and innovative programs to meet the needs of the community?

Yes No Unsure

32. Are your organization's programs and services well defined?

Yes No Unsure

33. Does your organization have the ability to close a program that is no longer needed or relevant?

Yes No Unsure

ORGANIZATIONAL IMPACT: MEASURING PERFORMANCE & CONTINUAL IMPROVEMENT

34. Does your organization have a comprehensive well-developed evaluation system used to measure the impact of programs and services?

Yes No Unsure

35. Does your organization conduct regular assessments of existing programs' effectiveness in meeting recipient needs AND identify areas for improvement?

Yes No Unsure

36. Does your organization collect data to measure performance and progress on a continual basis?

Yes No Unsure

37. Is data analyzed, used in program redesign and communicated to stakeholders on a regular basis? (e.g. annual report)

Yes No Unsure

ORGANIZATIONAL OUTREACH: PARTNERSHIP & COLLABORATION

38. Does your organization participate in partnerships with other groups?

Yes No Unsure

39. Have these relationships led to mutually beneficial collaboration?

Yes No Unsure

RESULTS

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Count the total number of times you selected "yes" and refer to the chart below to determine your organization's readiness. Balanced organizations with consistent excellence across organizational competencies tend to be most successful in administering complex grants like AmeriCorps. If your replies to this assessment reveal significant areas of growth, it might be best to address these before pursuing AmeriCorps support.

- **25 - 40 points:** Based on your self-assessment, your organization may have the capacity to successfully operate a government-funded project or program.
- **15 - 24 points:** Based on your self-assessment, your organization may need to make a few improvements in your capacity and planning to independently administer an AmeriCorps grant. Exploring partnerships might be beneficial.
- **Less than 15 points:** Based on your self-assessment, your organization may have a significant need to build its capacity before it is ready to apply for an AmeriCorps grant.

FAITH BASED ORGANIZATIONS

If the conditions below are not acceptable to your organization, government funding is probably not a good option:

- Participation in government funded programs must be open to all who qualify, without regard to religious beliefs.
- No participant in a government funded program may be required to participate in inherently religious activities.
- Government funded positions must not proselytize.
- Government funded programs must be held in a separate place or time from religious activities.

Attachment C



Montana Commission on Community Service 2nd Round 2010-2011 AmeriCorps State Planning Grant Application

Who Can Apply?

- Public or private nonprofit organizations
- Community and faith-based organizations
- State and local education institutions
- Indian tribes
- State agencies, cities, counties and local governments

*OCS will be unable to fund a planning grant to programs who have previously or currently receiving AmeriCorps State and National funding.

How to Apply

The Montana AmeriCorps application process begins with the readiness self-assessment survey and the letter of intent sent to the Governor's Office of Community Service.

Once an applicant has completed the self-assessment and letter of intent the Governor's Office of Community Service may ask those organizations with strong self-assessments and letters of intent that meet National and State priorities to complete the RFP application.

The RFP Application

The RFP application outlines succinctly and precisely the steps to identify a proposed project, the needs it addresses, the activities AmeriCorps Members will be engaged and the number of AmeriCorps Members requested. Applicants also describe their organizational capacity for administering an AmeriCorps program, and identify the source(s) of necessary program support, including a required non-federal match.

Overview of AmeriCorps

AmeriCorps is a national service program that provides opportunities for citizens to serve their country in local communities. Local programs design service activities for a team of AmeriCorps Members serving full-or part-time to join a local program and provide specific, intensive community services such as: tutoring students who need extra help, teaching community residents about issues directly affecting them, and other services that strengthen communities. Members also mobilize community volunteers and strengthen the capacity of the organizations where they serve. Grant awards spans a period of time anywhere from one to three years, all grants are subject to availability of federal funds. Three year grants are renewed annually and subject to performance reviews. AmeriCorps is a program funded by the U. S. Congress under the Catalog of Federal Domestic Assistance number 94.006. The national public/private partnership supporting AmeriCorps is the

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Corporation for National and Community Service (CNCS). CNCS receives AmeriCorps program funding from Congress and awards funding to state commissions and organizations, such as The Montana Commission on Community Service and the Governor's Office of Community Service, to grant and oversee AmeriCorps programs in their state. On April 21, 2009, President Obama signed into law The Edward M. Kennedy Serve America Act, authorizing a dramatic funding increase for AmeriCorps and other volunteer programs. This legislation also establishes a goal of expanding from 75,000 government-supported volunteers to 250,000. With this financial support and a national call to service, there are tremendous opportunities for all Americans to do their part to address unmet needs and help their country. For more information about starting up an AmeriCorps program, CNCS, and/or national AmeriCorps programs, visit www.americorps.org or www.cns.gov.

Governor's Office of Community Service

The Governor's office of Community Service and the Montana Commission on Community Service, was established in 1993 by the Montana Legislature to administer grants under the National and Community Service Trust Act of 1993. The Commission grants funds to Montana AmeriCorps and National Service programs through a competitive grant process; encourages citizens of all ages, backgrounds and abilities to engage in service; involve youth in the life and work of communities, promotes volunteerism in emergency management and preparedness; and helps to strengthen and expand volunteer opportunities for all Montanans Volunteer Centers in Montana.

Funding Priorities

In the FY 2010 competition, the Corporation for National and Community Service funding priorities are projects that address compelling, unmet needs in one or a combination of the following five national service priority areas:

1. **Education**- unmet education needs within communities especially those that help children and youth achieve success in school and prevent them from dropping out before high school graduation
2. **Clean Energy/Environment**-Clean Environment/Energy: Unmet energy-efficiency and environmental needs within communities.
3. **Healthy Futures** - Unmet health needs within communities including access to health care, disease prevention and health promotion initiatives, and health literacy.
4. **Veterans** - Unmet needs of veterans, members of the Armed Forces who are on active duty, and family members of deployed military personnel and engages veteran in service.
5. **Opportunity** - Unmet needs relating to economic opportunity for economically disadvantaged individuals within communities including financial literacy, housing assistance, job training and nutritional assistance.

The Montana State Service plan has identified priority areas; therefore additional consideration will be given to programs in Montana that address one of the following:

1. ***The Governor's strategic initiative for clean energy and math and science education***

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2. *Rural, underserved or areas of extreme poverty that are not currently served by AmeriCorps programs*
3. *Disability inclusion in the design and delivery of the program*
4. *A collaborative approach to program planning, design and delivery*
5. *Demonstrated ability to successfully administer an AmeriCorps or other federal grant*

AmeriCorps program requirements

Meeting Community Needs

AmeriCorps engages citizens of all ages and backgrounds in helping organizations initiate, improve, or expand services to meet pressing local needs. Service activities must result in a specific, identifiable benefit or improvement that otherwise would not be provided with existing funds or volunteers, and that does not duplicate the routine functions of workers or displace paid employees.

Strengthening communities

Programs must strengthen communities, bringing together both institutions and individuals to cooperate in effecting lasting and constructive change. This strengthening of communities is evidenced by community involvement in planning and implementation, the development of local partnerships, and the recruitment of volunteers.

Developing AmeriCorps members

Programs must help members develop, through their service experience, the ethic and skills needed for productive, active citizenship. During the term of service, most AmeriCorps members receive a basic stipend; full-time members are eligible for health care and possibly child care benefits. At the end of the term of service, members receive an education award of up to \$5,350 (2010) that can be used for many kinds of education, or to pay back student loans. Programs must also provide members with the training and knowledge necessary to perform the task required in their respective projects.

Program Design

AMERICORPS MEMBERS TERM OF SERVICE

<i>Category</i>	<i>Service Period (Hours needed in one year)</i>	<i>Education Award</i>
Full-Time	1,700	\$5,350
Half time	At least 900 hours	\$2,675
Reduced half time	Between 675 & 899 hours	\$2,038
Quarter time	Between 450 & 674 hours	\$1,415
Minimum time	Between 300 & 449 hours	\$1,132

Applicants have a great deal of flexibility to design programs that will best achieve the goals listed above. This flexibility includes the ability to target individuals of a certain age or skill level; to involve appropriate partner organizations to train, supervise, or support members;

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and to place members individually in projects or organize them in teams. Programs may also determine whether a full-time or part-time schedule is more appropriate to the program's goals.

MEMBER BENEFITS (N/A planning grants)

Living allowance

All AmeriCorps programs must provide a living allowance for full-time members (at least \$11,800 for 2010-2011). Programs are not required to provide living allowances to part-time members.

Health care

Grantees must provide full-time members with a health care policy. Part-time members serving in a full-time capacity may also qualify for health care. The Commission can provide information on health care providers familiar with AmeriCorps requirements.

Child care

Full-time members meeting state or federal income guidelines will be eligible for child care assistance through a Corporation-sponsored program.

Education awards

AmeriCorps members will receive an education award from the National Service Trust upon successful completion of their term of service. Full-time members will receive an award of \$5,350, and part-time members will receive the amounts indicated in the chart above.

The Commission has the following programmatic preference:

Size

AmeriCorps is not designed for programs that may be looking for one or two AmeriCorps members to work on a particular project. Programs must be large enough to achieve a demonstrable impact. In general, the Commission will not fund programs sponsoring fewer than 10 full-time members or their equivalent (e.g., 20 half-time members). The applicant has the flexibility to determine an appropriate service period for members but should limit the number of different categories proposed. Summer service (minimum time or quarter-time) is an option for programs; however, summer programs are expected to demonstrate marked results in a short amount of time.

The Montana Commission on Community Service will prioritize those applications that integrate these program preferences. The Commission may consider other factors in selecting proposals for funding. Regardless of how well an applicant does, the Governor's Office of Community Service has the ability to select other applications for the purposes of geographic and program diversity. All funding decisions require approval by the director of the Governor's Office of Community Service and the Corporation for National and Community Service.

Attachment C



Montana Commission on Community Service 2nd Round 2010-2011 AmeriCorps State Planning Grant Application THIS RFP IS FOR PLANNING GRANTS ONLY

Instructions -- submission guidelines

- ✓ All sections in shaded areas need not be completed by planning grant applicants.
- ✓ ***Applicants must*** submit an RFP application in order to be eligible for an AmeriCorps grant. Applicant must have already submitted a self-assessment survey and a letter of intent to the Governor's Office of Community Service prior to completing this RFP application.
- ✓ An electronic copy of the application must be sent to and received by the Governor's Office of Community Service (GOCS), serve@mt.gov, no later than 5:00pm MST on Friday May 21, 2010. Applicants must also send a paper copy of the application that is postmarked by Friday May 21, 2010. Faxes will not be accepted. The Governor's Office of Community Service address is 1301 E. Lockey, Helena, MT 59601.
- ✓ **Application should be no more than 5 pages (not including forms).** Your application must be typed and double-spaced on 8 ½" by 11" paper, stapled in the upper left hand corner. Please do not submit concept paper in folders, acetate covers or other bindings.
- ✓ Funding for all AmeriCorps grants is subject to congressional appropriation, Montana Commission on Community Service and Director approval.

AmeriCorps is a rewarding, though complex program that requires close attention to detail. Fortunately, there are a number of ways for a potential applicant to receive technical assistance and advice as they work to design their program and submit their RFP for review: Listen to the technical assistance call on April 28, 2010.

Visit the website

http://serve.mt.gov/?page_id=2326

http://serve.mt.gov/?page_id=621

Required Documentation

1. Cover Page, completely filled out (attachment C1)

2. Program Narrative (no more than 5 pages)

The narrative is your opportunity to convince reviewers that your organization and project meets the selection criteria. Some general recommendations that will help you present your

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project in a compelling and persuasive way include; lead from your programs strength and be explicit, be clear and succinct, avoid circular reasoning, explain how you will meet the criteria, don't make assumptions about the reviewers, and use an impartial proofreader.

In five pages or less (not including forms), double-spaced, provide the following:

Rationale and Approach

Describe why you are applying for a planning grant, what compelling need your program could fulfill and what you hope to achieve during the planning period. Provide a detailed description of the planning process and identify a timeline for planning activities. Describe how your organization will involve agencies and organizations in the planning, development and administration/management of the AmeriCorps program. Describe your organizations ability to secure required match and how your program will be cost-effective.

Describe how you will use the planning period to develop your capacity to effectively manage an AmeriCorps operating program including:

- Establishing systems and processes for sound programmatic and fiscal oversight.
- Creating a process for selecting operating and service sites (if applicable) that will ensure the most appropriate and capable organizations are selected.
- Planning orientation and training for operating and service sites (if applicable).
- Planning orientation and training for AmeriCorps members.
- Ensuring you have the ability to provide or secure effective technical assistance.

Provide information regarding your organization including:

- A brief history, including accomplishments and experience in proposed activity areas.
- Ability to successfully plan and implement a program such as AmeriCorps.
- Organization structure and staff management.

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Measurable Outputs and Outcomes (N/A planning grants)

Describe at least one aligned measurable output, intermediate outcome, and end outcome you expect to achieve. What systems will you use to track outputs and outcomes? Indicate if you plan to operate a program in one of the five focus areas. Plan for self-assessment and improvement. Describe how you will involve your target community and how you will continue to engage them over the grant period. Describe how your program will build on without duplicating existing AmeriCorps programs. You can find a listing of corporations-supported programs here:

http://www.americorps.gov/about/role_impact/state_profiles.asp

Member Outputs and Outcomes (N/A planning grants)

Describe your plans including; criteria, qualifications, characteristics, background and ensuring a diverse corps for recruiting member for your program. What member support will you offer? Describe your plan for orienting members to AmeriCorps, the community, their placement site and to the service they will perform. Describe your plan for supervising members and how it ensures that members will receive adequate support and guidance throughout their terms.

Community Outputs and Outcomes (N/A planning grants)

Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. Describe how your program will use volunteers to expand the reach of the program in the communities. How will you recruit, support and recognize volunteers. How will you use these volunteers, how often will they work, will it be one time or ongoing. Describe how your program will enhance the capacity of other organizations and institutions important to the community.

Organizational Capacity

Provide a brief history of your organization. Describe your ability to successfully plan and implement and AmeriCorps program. Discuss your record of accomplishments, prior experience and leadership in community. Describe your organization's management and staff structure and how the role they will play in the planning process. Detail your plan for self-assessment or improvement. Please include any special circumstances that you would like to review committee to take into account.

Cost Effectiveness and Budget Adequacy

Describe your plans to develop a cost-effective program including; how you will develop diverse non-federal resources, sustainability, and how you will provide the required match.

Evaluation Summary or Plan (N/A Planning Grants and 1st time applicants)

Summary of your evaluation efforts or plan to date.

3. Proposed Budget (attachment C2)

Please follow the Budget Instructions and Detailed Budget Instructions beginning on page 23 of the *2010 AmeriCorps Application Instructions* for Planning Grants, except for the exceptions listed below:

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C.2. Member Travel

N/A for Planning Grants.

D. Equipment

N/A for Planning Grants.

G. 2. Member Training

N/A for Planning Grants.

H. Evaluation

N/A for Planning Grants.

Section II. Member Costs

N/A for Planning Grants.

- If you are applying for the first time, you must match with cash or in-kind contributions **at least 24% of the project's total Operating Costs** (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III).
- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- In Section III of the budget, identify the source and total dollar amount of cash match from private, state and local and federal funds, and the source and total amounts of in-kind support. Define all acronyms the first time they are used.

4. Performance Measures (attachment C3) – (N/A Planning Grant)

Using the attached form, which have been formatted for you, write up to three direct service objectives to be accomplished by the program. The objectives should describe enough activity for the specified number of members to stay busy and useful for the entire project period (usually one year) and should identify the specific change that will take place in the community to justify the members' service.

5. Financial and Administrative Survey (Attachment C4)

Please complete the financial and administrative survey regarding your organization to the best of your ability.

Attachment C1



Montana Commission on Community Service RFP Application Title Page

Proposed project title: _____

Contact Person: _____

Name of applicant organization: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____ (note – all AmeriCorps programs must have access to the Internet at the time of the program's start date)

Federal Employer Identification No (FEIN): _____

Type of applicant (nonprofit, government, etc.): _____

Geographic area to be served: _____

Amount of funds requested and total project budget _____

Brief description of program: _____

Issue Area -- *Which issue area will this program address:*

Federal Initiatives

- ☐ Education: unmet education needs within communities especially those that help children and youth achieve success in school and prevent them from dropping out before high school graduation
- ☐ Clean Environment/Energy: Unmet energy-efficiency and environmental needs within communities
- ☐ Healthy Futures: Unmet health needs within communities including access to health care, disease prevention and health promotion initiatives, and health literacy.
- ☐ Veterans: Unmet needs of veterans, members of the Armed Forces who are on active duty, and family members of deployed military personnel and engages veteran in service.
- ☐ Opportunity: Unmet needs relating to economic opportunity for economically disadvantaged individuals within communities including financial literacy, housing assistance, job training and nutritional assistance.

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Montana Initiatives

- ☐ The Governor's strategic initiative for clean energy and math and science education
- ☐ Rural, underserved or areas of extreme poverty that are not currently served by AmeriCorps programs
- ☐ Disability inclusion in the design and delivery of the program
- ☐ A collaborative approach to program planning, design and delivery
- ☐ Demonstrated ability to successfully administer and AmeriCorps of other federal grant

AmeriCorps Members (N/A Planning Grant)

How many Members will be recruited under the proposed program?

_____ Full Time
(1700 hrs)

_____ Half Time
(900 hrs)

_____ Reduced Half Time
(675 hrs)

_____ Quarter Time
(450 hrs)

_____ Minimum Time
(300 hours)

_____ Total

* Programs that have previously received AmeriCorps state and National funding are ineligible for a planning grant.

Thank you for your interest and we look forward to reviewing your proposal!

Attachment C2



Montana Commission on Community Service
RFP Application Title Page
Budget Narrative

Organization Name: _____

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
	1					
	1					
Totals				\$	\$	\$

B. Personnel Fringe Benefits

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C.1. Staff Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
	Mileage: Per Diem: Lodging:			
Totals				\$

C. 2. Member Travel (N/A Planning Grants)

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
			\$0	\$
Totals		\$	\$0	\$

D. Equipment

Item/ Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
NA	NA		\$0	\$0	\$0
Totals			\$0	\$0	\$0

E. Supplies

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
		\$	\$0	\$
Totals		\$	\$0	\$

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F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
NA	NA	NA	\$0	\$0	\$0
Totals			\$0	\$0	\$0

G.1. Staff Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		NA		\$	\$
Totals			\$	\$0	\$

G.2. Member Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		NA	\$	\$0	\$
Totals			\$	\$0	\$

H. Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
	\$540 x = \$	\$540	\$	\$	\$0
Totals			\$	\$	\$0

I. Other Program Operating Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Corporation Training		NA	\$	\$0	\$
Totals			\$	\$0	\$

Subtotal Section I:	Total Amount	CNCS Share	Grantee Share
	\$	\$	\$

J. Source of Match

Source(s), Type, Amount, Intended Purpose				
	Private	State and/or Local	Federal	Sources
In-kind	\$	\$	\$	
Cash	\$	\$	\$	
Total	\$	\$	\$	

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Section II. Member Costs (N/A Planning Grants)

A. Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCs Share	Grantee Share
Full Time (1700 hrs)				\$0	\$0	\$0
Half Time (900 hrs)				\$0	\$0	\$0
1st Year of 2-Year Half Time				\$0	\$0	\$0
2 nd Year of 2-Year Half Time				\$0	\$0	\$0
Reduced Half Time (675 hrs)				\$0	\$0	\$0
Quarter Time (450 hrs)				\$0	\$0	\$0
Minimum Time (300 hrs)				\$0	\$0	\$0
Totals				\$0	\$0	\$0

B. Member Support Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCs Share	Grantee Share
			\$0	\$0	\$0
Totals			\$0	\$0	\$0

Subtotal Section II:	Total Amount	CNCs Share	Grantee Share
	\$0	\$0	\$0
Subtotal Sections I + II:	\$	\$	\$

C. Source of Match

Source(s), Type, Amount, Intended Purpose,				
In-kind	Private \$	State and/or Local \$	Federal \$	Sources
Cash	\$	\$	\$	ABC Foundation, State of A, and Federal Grant from ABC Agency
Total	\$	\$	\$	

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Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage Method

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Subgrantee Share	10% Indirect Cost (commission share .0526	\$	\$	\$
Totals		\$	\$	\$

B. Federally Approved Indirect Cost Rate Method

	Cost Type	Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share
Subgrantee Share								
Commission Share								
Totals								

Total Sections I + II + III:	Total Amount	CNCS Share	Grantee Share
	\$	\$	\$

Attachment C3 – (N/A Planning Grant)



Montana Commission on Community Service Performance Measures Worksheet

Please fill in the performance measure information for each section.

General Info

Performance Measurement Title:

Measure Category (choose one):

- Needs and Service Activities
- Participant Development
- Strengthening Communities

Service Category addressed by this Performance Measure Worksheet
(see Attachment A, Service Categories):

Needs and Activities

Briefly describe the need to be addressed (1-3 sentences):

Briefly describe how you will achieve this result (1-3 sentences):

How many AmeriCorps members will be participating in this activity?

How many days per week (on average) will this activity occur?

How many hours per day (on average) will this activity occur?

When does this activity begin?

When does this activity end?

Results

The outputs and outcomes you intend to track for a particular activity:

Result Type

Outputs are counts of the amount of service members or volunteers have completed, but do not provide information on benefits to or other changes in the lives of members and/or beneficiaries.

Intermediate-outcomes specify changes that have occurred in the lives of members and/or beneficiaries, but are short of a significant benefit for them.

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End-outcomes specify changes that have occurred in the lives of members and/or beneficiaries that are significant.

Result: Output

Result Statement:
1-2 sentences stating the expected result.

Indicator: A specific, measurable item of information that specifies progress toward achieving a result.

Indicator:

Other Indicator:

Targets

Target Description:

(number) or % (percent):

Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).

Result: Intermediate Outcome

Result Statement:
1-2 sentences stating the expected result.

Indicator: A specific, measurable item of information that specifies progress toward achieving a result.

Indicator:

Other Indicator:

Targets

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Target Description:

(number) or % (percent):

Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).

Result: End Outcome

Result Statement:
1-2 sentences stating the expected result.

Indicator: A specific, measurable item of information that specifies progress toward achieving a result.

Indicator:

Other Indicator:

Targets

Target Description:

(number) or % (percent):

Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).

Performance Measure Statement (summary)

Combine expected results and targets into a sentence:

Attachment C4



Montana Commission on Community Service RFP Application Title Page Financial and Administrative Survey

Organization Name: _____

Contact Person: _____

Title: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Email: _____

Federal Employer Identification No (FEIN): _____

<u>A. General Information</u>	<u>YES</u>	<u>NO</u>
1. Has your organization received a federal grant or cost-type award in the last 2 years? If yes, what is your cognizant federal agency? _____		
<ul style="list-style-type: none"> • Attach a schedule showing the total federal dollars awarded to your organization, by granting agency, for the two most recently completed fiscal years. 	<u>Attach schedule</u>	
2. Has your organization been audited by a Certified Public Accounting firm within the past two years?		
3. Are there established policies related to salary scales, fringe benefits, and travel reimbursement and personnel policies?		
4. If so, would these policies conflict with regulations regarding the AmeriCorps grant or AmeriCorps Members?		
5. Does your organization plan to use existing staff to manage the AmeriCorps program? If so, which position(s)? _____		
<u>B. Financial Management</u>	<u>YES</u>	<u>NO</u>
1. Do you have a "job cost" or "fund based" accounting system?		

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2. Is your organization's accounting system a manual system?		
An automated system?		
A combination of manual and automated systems?		
3. Are entries posted to the general ledger daily?		
Weekly?		
Monthly?		
Other? Please describe: _____		
4. Does the accounting system track completely and accurately the receipt and disbursement of funds by each grant or funding source?		
5. Are common or indirect costs accumulated into cost pools for allocation to projects, contracts and grants?		
6. Does your organization have a federally approved indirect cost rate? If so, please attach.		
7. Does the accounting system provide for the recording of actual grant/contract costs according to categories of your approved budget(s), and provide for complete and current disclosure?		
8. Are time and activity distribution records maintained by funding source and project for each employee to account for total hours (100%) devoted to your organization?		
9. Is your organization familiar with federal cost principles?		
10. Is your organization familiar with procedures for the determination and allowance of costs in connection with federal grants and contracts?		
11. Does your accounting system allow for the recording of "in-kind" contributions?		
12. Does your accounting system allow for cash basis reporting?		
13. If your organization uses accrual basis accounting, are there procedures in place to allow for reconciliation between cash and accrual basis reports?		
<u>C. Internal Controls</u>	<u>YES</u>	<u>NO</u>
1. Are the duties of the bookkeeper/record keeper separate from cash functions (receipts, deposits, check signing/releasing)?		
2. Are checks signed by individual(s) whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?		
3. Are purchase approval methods documented and communicated?		
4. Are all accounting entries (both cash and in-kind) supported by appropriate documentation?		
5. Are employee payroll reports supported by appropriately signed documentation (timesheets, leave slips, etc.)?		

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6. Are employees who handle funds bonded against loss by reasons of fraud or dishonesty?		
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